



## Inreach Commission

# Lazarus Coordinator Position Description

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### **Reports To:**

Inreach Commission Chair

### **Ministry Purpose / Objective:**

To offer and prepare a reception for the family and friends following the funeral liturgy of the deceased.

### **General Responsibilities of All Ministry Coordinators:**

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
  - Quarterly Stewardship Bulletin Report
  - Annual Stewardship Report
  - Prepare documentation for this ministry's budget
  - Ministry Strengths and Areas of Growth
  - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

**Responsibilities of Lazarus Coordinator:**

- Recruits lead volunteers for each residential area in the parish for purposes of:
  - Food contributions
  - Ability to assist Lazarus Committee members on day of funeral
- Residential areas include Carolina Beach, Beau Rivage, The Cape, Wilmington.
- Communicates directly with lead volunteer, providing time and day of funeral for food donation.
- Oversees the set up and clean-up of funeral reception.
- Purchases Ministry supplies.
- Submits any monetary donations from family members to Office Manager.
- Maintains an annual record of Lazarus Funeral Receptions and donations.
  - Submits all receipts for purchases to Business Manager within ten working days.

**Special Activities:**

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

**Meetings:**

- All Commission meetings.
- Orientation/training session for new ministers.

**Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:

Average Time (may vary):

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|--|-----------|
| • Telephone Contacting                     | ½ hour    |
| • Reception Set-Up                         | 1 hour    |
| • Clean up and left over food distribution | 1 hour    |
| • Required Documentation (see Task List)   | 1 hour    |
| • Purchasing Supplies                      | 1-2 hours |

**Expected Length of Commitment:**

Two years, and may be extended by one year with a maximum term of three years.

**Qualifications Required of All Ministry Coordinators:**

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

**Qualifications Required:**

- Reads both verbal and nonverbal cues.
- Personable.
- Sympathize, not Empathize.
- Is Present to Bereaved Family’s Needs

**Lazarus Coordinator Resource(s): Assistant Coordinator**

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



## Inreach Commission Lazarus Coordinator Task List

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### **General Tasks for All Coordinators:**

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
  - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

### **Additional Tasks:**

#### ***Before Funeral:***

- Obtain date, time of liturgy and number of people expected at funeral service from the Funeral Planning Process Ministry.
- Call lead volunteers with date and time of funeral service. Ask them to call their food donating members depending upon the area. Food should be brought in disposable dishes.
- Check for leftover supply from previous funeral services: tablecloths, plates, forks, spoons, napkins, cups, coffee, tea, coffee cream, and ice.
  - Purchase needed supplies.
  - Maintain itemized receipts for Business Manager for reimbursement.
- Contact Facilities Set-Up Ministry about setting up the funeral.
- Check with Facilities Set-Up Ministry that tables are set, and chairs cleared the day before funeral liturgy.
  - Set out the serving and food related items.
  - Set up coffee urns, both regular and decaf, so that they only need be brewed.

#### ***On Day of Funeral Service:***

- Make appropriate arrangements for food preparation; i.e. come in 1 ½ hours early to:
  - Start the coffee.
  - Be sure there is a serving spoon and/or fork for every dish.
  - Receive food when delivered: refrigerate cold food, put warm food into the warmer oven.
  - Slice, cover, and place desserts on dessert table in back of church.

- Brew tea, put in pitchers, cover and place on the drink table in back of church
- After the distribution of the Eucharist, return to the kitchen and place foods on the service carts to be transported to the buffet tables at the back of the church.

***After Funeral Service***

- Check with family regarding leftover food distribution.
  - If the family does not want the leftover food, have it delivered to the Hospitality House on Medical Center Drive in Wilmington.
- The following tasks need to be accomplished:
  - Tables are cleared and cleaned.
  - ALL trash is placed in large trash can and taken out to dumpster.
  - All unused supplies returned to their proper places.
  - Wash and return all serving utensils to proper places.
  - Kitchen should be clean, and all Lazarus supplies put in the proper cabinets.